

Welcome to e-Licensing!

How to Access your Organization Information

Ambulance Services, Training Programs, and MRUs

This is a one-time, required process that will establish your organization's presence in the e-Licensing system.

One-Time Steps for Organization Access		What You Need / Need to Know	What To Expect
Step 1	Create a Log-in	<ul style="list-style-type: none"> • Receive a mailed letter from EMSRB with a security code/token for first time access • You need an email address for each license / approval / registration • Register as an "organization" • Provide personal information – name, address, other contact information 	<ul style="list-style-type: none"> • Receive an email with a temporary password and a link to log back into the system for Step 2
Step 2	Verify Who You Are	<ul style="list-style-type: none"> • After logging back in, click on the "Activate Existing License Record" link to verify your identity • Select Ambulance Service, Training Program or MRU as your "License Type" • Enter your "security code/token" sent to you via US Mail by EMSRB • Enter your organization's license / approval / registration number 	<ul style="list-style-type: none"> • This step associates your new log-in Information with the records EMSRB has for your organization

The two steps above must be completed in order for your organization to use the e-Licensing system.

Initial Application Instructions – Individual & Organizations

Initial Application Process		What You Need / Need to Know	What To Expect
Step 1*	Create a Log-in	<ul style="list-style-type: none"> You need an email address Register as an “individual” if you are applying to be EMSRB personnel OR <ul style="list-style-type: none"> Register as an “organization” if you are applying for an Ambulance Service license, Training Program approval, MRU registration Provide personal information – name, address, other contact information 	<ul style="list-style-type: none"> Receive an email with a temporary password and a link to log back into the system for Step 2
Step 2	Apply for a Registration / Certification (individual) OR Apply for a License / Approval / Registration (organizations)	<ul style="list-style-type: none"> Click on the “Apply for an Exam / License” hyperlink to start the registration, certification or approval process 	<ul style="list-style-type: none"> You will be asked to affirm that all of the information you submit is valid
Step 3	Confirm Application	<ul style="list-style-type: none"> Confirm your initial Application request if your Application requires payment, you must pay online by entering bank account numbers and other information 	<ul style="list-style-type: none"> <u>After completion, you will receive two emails:</u> ✓ Application summary ✓ Payment confirmation (<i>only if you were required to make an online payment</i>)

***Step 1 is a one-time step needed only the first time you log in.**

Renewal Instructions

Ambulance Services, Training Programs, MRUs

*If your renewal requires payment but you cannot pay on-line, please contact EMSRB to complete your renewal using the traditional paper process.

Renewal for Organizations		What You Need / Need to Know	What To Expect
Step 1	Complete Renewal	<ul style="list-style-type: none"> • Already be registered • On the main menu screen, you should see a hyperlink for your organization record - click on it • Be prepared to pay online if your renewal requires payment • Follow the instructions to renew 	<ul style="list-style-type: none"> • You will be asked to affirm that all of the information you submit is valid
Step 2	Confirm Renewal / Make Payment* <i>(only if required)</i>	<ul style="list-style-type: none"> • Confirm your application for renewal • If your renewal requires payment, you must pay online by entering bank account numbers and other information as prompted by the payment screens 	<ul style="list-style-type: none"> • <u>After completion, you will receive two emails:</u> ✓ Renewal summary ✓ Payment confirmation <i>(only if you made an online payment)</i>